

PERSONNEL OPERATIONS SPECIALIST

NATURE OF WORK

This is responsible technical and administrative work using computer programs and programming techniques, coordinating the use of microcomputers within the total departmental operation and coordinating the Department's administrative functions.

Work involves implementing, coordinating and participating in the use of microcomputers and other automated office equipment; analyzing and determining departmental computer program needs; developing computer programs and files for the storage, retrieval and processing of statistical and financial records, correspondence, reports and other documents; training and assisting employees in the use of automated equipment and programs; and acting as departmental liaison to Information Services. The employee may also coordinate the Personnel Department's administrative staff and administrative duties assigned by the Director. An employee in this classification spends time developing, using and modifying programs, and supervising and training employees in the use of microcomputers. Supervision is received from an administrative superior with work being reviewed through reports, conferences and results achieved. Lead supervision may be exercised over subordinate support staff.

EXAMPLES OF WORK PERFORMED

Supervises and participates in the maintenance of City and County personnel files and computer records; monitors the operation of an on-line data entry system and initiates corrective actions in teleprocessing malfunctions; reviews and approves City and County personnel actions for proper administrative approval as well as for accuracy of Personnel Action processing.

Maintains personnel records pertaining to pay, leave accrual and usage, merit evaluations, personnel change notices, insurance, pension and other records.

Coordinates annual pay range adjustments.

Develops program techniques on the microcomputer in order to track financial and statistical information; revises and updates programs in order to continually provide information efficiently.

Trains employees in the use of software, microcomputers and other automated office equipment; provides assistance to employees involved in the operation of microcomputers and related equipment; prepares technical reports and instructional manuals.

Serves as liaison to the Information Services Division; coordinates special requests and projects with Information Services.

Assists in the determination and preparation of departmental budget.

Participates in the entering, retrieving and modifying of data in the microcomputer.

May coordinate the use of user friendly data processing languages used in conjunction with the Information Services' mainframe computer.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the operation of microcomputers, printers and other automated office equipment.

Knowledge of microcomputer "state-of-the-art" trends and innovations.

Knowledge of the principles, practices and procedures of office management.

Knowledge of organizational and administrative policies and procedures.

Knowledge of the basic principles of budgeting and financial recordkeeping.

Ability to plan, organize and assign the work of subordinate employees.

Ability to plan for and meet the needs of the department through the use of microcomputers and other automated office equipment.

Ability to implement programs and files, using the microcomputer, to meet departmental needs.

Ability to establish and maintain effective working relationships with coworkers, subordinates and the general public.

Ability to communicate effectively both orally and in writing.

Skill in the operation of microcomputers and other office equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college-level course work in public or business administration, business management or related field plus considerable experience in the operation of microcomputers and in managing large volumes of financial and statistical data including experience in the maintenance of accounting records.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus experience in the operation of microcomputers and in managing large volumes of financial and statistical data; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Personnel Director